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4 March 1957

MEMORANDUM FOR: Chief, Document Division

SUBJECT : Intellofaxing and Indexing of U. S. Research Subjects.

1. Reports published by private contractors on the results of U. S. research in scientific and technical fields and on equipment and weapons development are processed in the same manner as most other monographs.

- a. They are microfilmed if received in three copies or less, otherwise they are given a V number. They are then disseminated and batched.
- b. None is on standard distribution; thus a source card is prepared for each.
- c. They are intellofaxed and, except for periodic progress reports and reprints from open literature, are indexed in the IPI.

2. Effective immediately, the procedure is modified with regard to unclassified reports of this type as follows:

- a. Subject documents will be nodexed and merely indexed in the IPI. A source card will still be prepared.
- b. IPI staff will index all U. S. research including periodic progress reports.

3. Classified documents of this type will continue to be processed as described in paragraph 1 above.

Chief, Analysis Branch

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